

Leveraging the Schedule A Hiring Authority for People with Disabilities

**Have you thought about using Schedule A to hire
qualified individuals with targeted disabilities?**

It could expedite your hiring !

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OBJECTIVES

- **To gain an understanding of the Schedule A hiring authority and the commitment for a diverse, equitable, inclusive, and accessible workforce and how this benefits you.**





WHAT IS SCHEDULE A?

- **Schedule A is a special hiring Authority under the Excepted Service Appointing Authority that gives Federal agencies an optional, and potentially quicker way to hire certain individuals with disabilities non-competitively.**

SCHEDULE A - BACKGROUND

The initiative to increase the non-competitive Schedule A hiring is an EPA priority supported by the Government-wide Strategic Plan to Advance Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce.

work.epa.gov/sites/default/files/2022-07/508DEIA_EPA_Booklet_March2022-v2.pdf



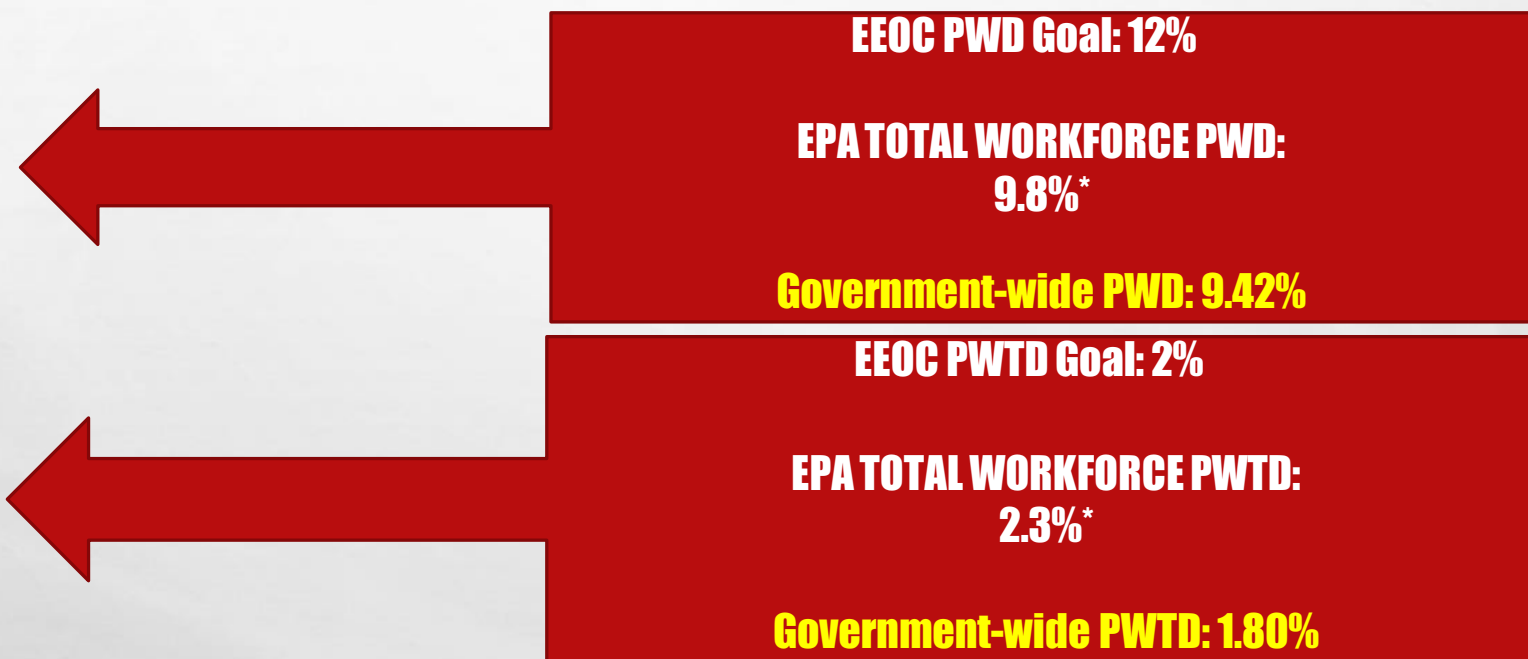
On June 25, 2021, President Biden signed Executive Order 14035, *Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce* (Executive Order). This Executive Order launched a whole-of-government initiative to cultivate a federal workforce that draws from the full diversity of the Nation and that advances equitable employment opportunities.

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**U.S. Equal Employment Opportunity Commission (EEOC)
Targets for Percentages of Persons With Disabilities and Persons with Targeted Disabilities**

4.14% (54 Schedule A hires out of 1305 new hires)

**The EEOC 501
Affirmative
Action Rules
require federal
agencies to
engage in
affirmative
action for
individuals with
disabilities.**



*Data tables display information from FY2021.

**Persons with Disabilities (PWD)- To qualify for Schedule A the applicant will need proof of an intellectual disability, severe physical disability or psychiatric disability.*

**Persons with Targeted Disabilities (PWTD)- They are defined by OPM and include: deafness; blindness; missing extremities; partial paralysis; complete paralysis; convulsive disorders; intellectual disabilities; mental illness; and distortion of limb and/or spine.*

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UNDERSTANDING COMPETITIVE HIRING VS. EXCEPTED HIRING

The Federal Government consists of three types of services, the Competitive Service, the Excepted Service, and the Senior Executive Service. We will address the first two.

COMPETITIVE HIRING

- **The competitive service consists of all civil service positions in the executive branch of the Federal Government with some exceptions. The exceptions are defined in section 2102 of title 5, United States Code (5 U.S.C. 2102)**
- **In the competitive service, individual must go through a competitive process (i.e. competitive examining) which is open to all applicants.**



UNDERSTANDING COMPETITIVE HIRING VS. EXCEPTED HIRING

EXCEPTED HIRING

- **Excepted service consist of positions within the Federal Government that have been excepted in one or more ways from the rules governing competitive appointments.**
- **The non-competitive Excepted appointing authority, the Schedule A Hiring Authority, 5 CFR 213.3102(u) is a critical tool for increasing employment opportunities for people with certain disabilities in the Federal Government without the need to compete for the job.**



Common Benefits of NON-COMPETITIVE hiring:

Streamlines and expedites the complex federal hiring process without compromising on the caliber of competitive candidates.

Allows hiring managers to hire qualified individuals with certain disabilities without posting a job announcement or going through the certificate process.

WHO QUALIFIES AND HOW SCHEDULE A WORKS?

- **Qualified applicants with a disability who meet the minimum qualification requirements for the position may be hired Non-competitively under a special hiring authority, Schedule A.**
- **“persons with **intellectual** disabilities, **severe physical** disabilities, or **psychiatric** disabilities”**
- **Must provide proof of disability documentation.**
- **May be converted to the competitive service after two years of satisfactory service.**

15 C.F.R. 213.3102(u). For conversion, see 5 C.F.R. 315.7091



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Who is a person with a disability under the Rehabilitation Act of 1973?

A person has a disability if:

He or she has a physical or mental impairment that substantially limits a [major life activity](#) (such as walking, talking, seeing, hearing, learning, or major bodily functions, such as functions of the immune system, cardiovascular system, or normal cell growth);

or

He or she has a history of a physical or mental impairment (such as cancer that is in remission);

or

He or she is subjected to a prohibited action, such as failure to hire or termination, because of an actual or perceived impairment that is not minor and transitory.

[SF 256: Self Identification of a Disability](#)

Targeted Disabilities or Serious Health Conditions:	Other Disabilities or Serious Health Conditions:
02- Developmental Disability, for example, autism spectrum disorder 03- Traumatic Brain Injury 19- Deaf or serious difficulty hearing, benefiting from, for example, American Sign Language, CART, hearing aids, a cochlear implant and/or other supports 20- Blind or serious difficulty seeing even when wearing glasses 31- Missing extremities (arm, leg, hand and/or foot) 40- Significant mobility impairment, benefiting from the utilization of a wheelchair, scooter, walker, leg brace(s) and/or other supports 60- Partial or complete paralysis (any cause) 82- Epilepsy or other seizure disorders 90- Intellectual disability 91- Significant Psychiatric Disorder, for example, bipolar disorder, schizophrenia, PTSD, or major depression 92- Dwarfism 93- Significant disfigurement, for example, disfigurements caused by burns, wounds, accidents, or congenital disorders	13- Speech impairment 41- Spinal abnormalities, for example, spina bifida or scoliosis 44- Non-paralytic orthopedic impairments, for example, chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body 51- HIV Positive/AIDS 52- Morbid obesity 59- Nervous system disorder for example, migraine headaches, Parkinson's disease, or multiple sclerosis 80- Cardiovascular or heart disease 81- Depression, anxiety disorder, or other psychiatric disorder 83- Blood diseases, for example, sickle cell anemia, hemophilia 84- Diabetes 85- Orthopedic impairments or osteo-arthritis 86- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema 87- Kidney dysfunction 88- Cancer (present or past history) 94- Learning disability or attention deficit/hyperactivity disorder (ADD/ADHD) 95- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia 96- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis 97- Liver disease, for example, hepatitis or cirrhosis 98- History of alcoholism or history of drug addiction (but not currently using illegal drugs) 99- Endocrine disorder, for example, thyroid dysfunction
Other Options: 01- I do not wish to identify my disability or serious health condition. 05- I do not have a disability or serious health condition. 06- I have a disability or serious health condition, but it is not listed on this form.	

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SCHEDULE A AUTHORITY ELIGIBILITY

- **The Schedule A documentation comes from:**
 - **A licensed medical professional (including psychologists),**
 - **A licensed vocational rehabilitation specialist, or**
 - **Any Federal or state agency that issues or provides disability benefits.**
- **Schedule A letters should not include specific details about a candidate's disability.**

Reference: [Click here for sample OPM Schedule A letter](#)



Example of Doctor's Documentation

Sample Schedule A Letter for Licensed Medical Practitioners

The letter must be printed on “medical professional’s” letterhead and must include a signature or it is invalid.

Date

To Whom It May Concern:

This letter serves as certification that (name of patient/applicant) is an individual with an intellectual disability, severe physical disability or psychiatric disability, and can be considered for employment under the Schedule A hiring authority 5 CFR 213,3102(u). Thank you for your interest in considering this individual for employment. You may contact me at (phone number).

Sincerely,

(Medical professional’s signature)

(Medical professional’s title)

SCHEDULE A AUTHORITY CANDIDATE

- **A qualified individual with a disability has the skills, experience, education, and other requirements of the job the individual holds or desires, and can perform the essential functions of the position with or without reasonable accommodation.**

***Note: The home office pays for the reasonable accommodations. Most accommodations are inexpensive. RAs must be documented with the National Reasonable Accommodation (RA) program. Sign Language/CART Services are centrally funded at HQs.**



SCHEDULE A AUTHORITY CANDIDATE

- **Statement of Job Readiness is NOT required..**
- **Expectations of work performance are the same.**
- **Interviewers must not factor an applicant's disability into interviewing questions or hiring decisions.**
- **Applicants for employment and employees may request a reasonable accommodation at any time. The agency is required to provide an effective accommodation for a qualified individual with a disability unless it would cause an undue hardship.**



SCHEDULE A HIRING AUTHORITY ADVANTAGES

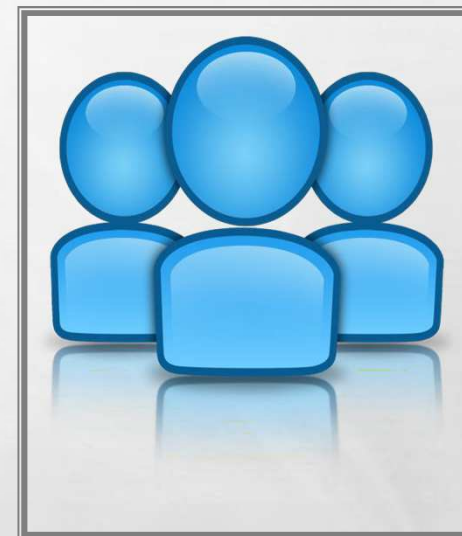
- **Without going through the lengthy traditional hiring process**
- **Without posting and publicizing the position**
- **No public notice required**
- **Without going through the certificate process**



- **No ranking or interviewing required**
- **Unlimited number of appointments**
- **Temporary, time-limited, and permanent appointments**
- **Can accept paper resumes**

HOW DO WE RECRUIT SCHEDULE A APPLICANTS?

- **Strategies and Resources for Recruiting, Hiring, Retaining, and Advancing People with Disabilities/Targeted Disabilities**
- **USAJOBS Agency Talent Portal (new)**
- **State Vocational Rehabilitation Agencies (SVRAs) and State Disability Service Agencies**
- **Ticket-To-Work Employment Networks and Employment One-Stop Career Centers**
- **Rehabilitation Services Administration (RSA)**
- **Electronic Mailing Lists**
- **Collaborative Relationships with Community and Governmental Groups**
- **Equal Opportunity Publications, Inc.**
- **Colleges and Universities (MOUs)**
- **Social Networking**
- **Job Fairs**
- **Work Force Recruitment Program (WRP)**
- **Selective Placement Program Coordinators or www.epa.gov/careers**




AGENCY TALENT PORTAL

agencyportal.usajobs.gov

Need to create an account?


Contact your agency
administrator or email
recruiter-help@usajobs.gov

 An official website of the United States government [Here's how you know](#) ▼


USAJOBS Agency Talent Portal

Sign in

Choose a system to use to sign into the Agency Talent Portal.

**Use my USA Staffing account**

Use this option if you have a USA Staffing account.

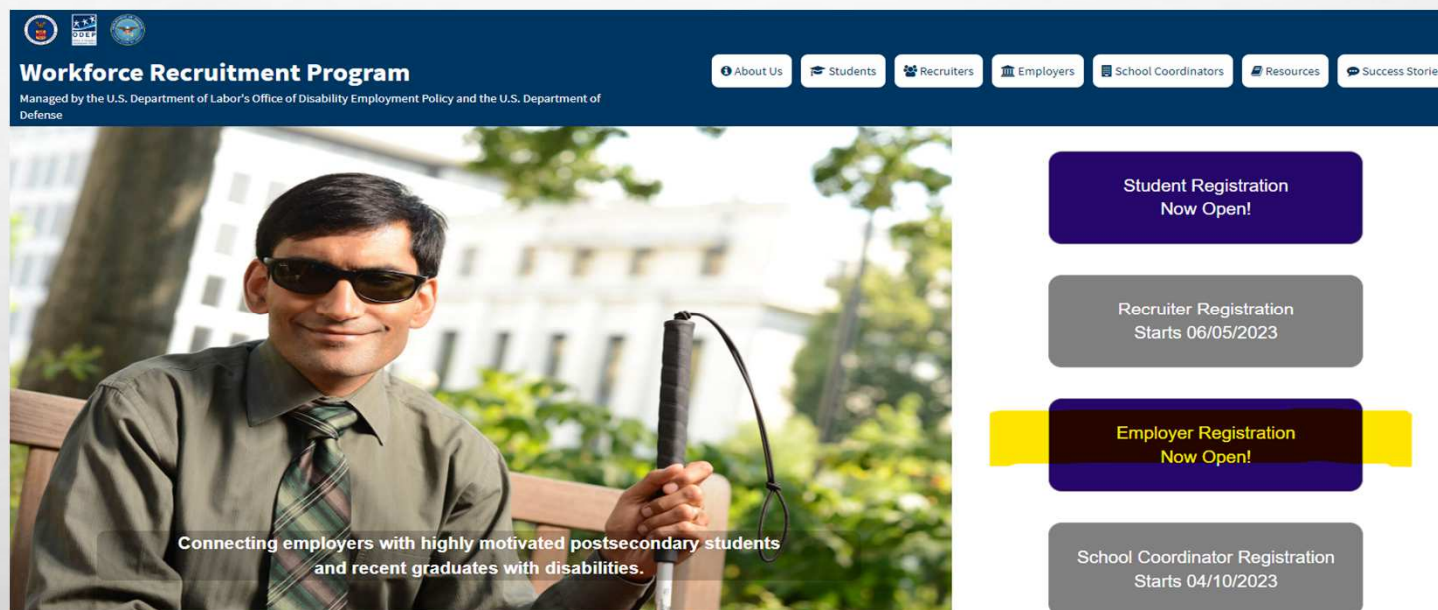
**Use my PIV/CAC card**

Use this option if you have a PIV/CAC card. If this is your first time signing in, you need to register your PIV/CAC card.

[I don't have a PIV/CAC or a USA Staffing Account—sign in with Login.gov](#)

WORKFORCE RECRUITMENT PROGRAM (WRP)

WRP.GOV



The screenshot shows the homepage of the Workforce Recruitment Program (WRP) website. The header is dark blue with the WRP logo on the left and navigation links on the right: About Us, Students, Recruiters, Employers, School Coordinators, Resources, and Success Stories. Below the header, the main content area features a large image of a man in a green shirt and tie, wearing sunglasses, sitting on a bench outdoors. Overlaid on this image is the text: "Connecting employers with highly motivated postsecondary students and recent graduates with disabilities." To the right of the image is a vertical list of registration status boxes: "Student Registration Now Open!" (purple), "Recruiter Registration Starts 06/05/2023" (gray), "Employer Registration Now Open!" (purple with yellow highlights), and "School Coordinator Registration Starts 04/10/2023" (gray).

Workforce Recruitment Program
Managed by the U.S. Department of Labor's Office of Disability Employment Policy and the U.S. Department of Defense

[About Us](#) [Students](#) [Recruiters](#) [Employers](#) [School Coordinators](#) [Resources](#) [Success Stories](#)

Connecting employers with highly motivated postsecondary students and recent graduates with disabilities.

- Student Registration Now Open!
- Recruiter Registration Starts 06/05/2023
- Employer Registration Now Open!**
- School Coordinator Registration Starts 04/10/2023

FAQS

- **What is my first step to hire a Schedule A applicant?**

Visit www.wrp.gov & www.agencyportal.usajobs.gov.

- **Is there a limit to the number of jobs an applicant may apply for using Schedule A?**

There is no limit to the number of times the applicant can apply under this special hiring authority.

- **Who is a qualified individual with a targeted disability?**

A qualified individual with a targeted disability has the skills, experience, education, and other requirements of the job the individual holds or desires, and can perform the essential functions of the position with or without reasonable accommodation.

FAQS

- **What if an applicant has a qualifying disability but did not use schedule A, do they need to self-identify?**

While self-identification is voluntary as a federal employee, cooperation in providing accurate information helps the agency's data collection and analysis on the Federal government's efforts. However, Schedule A appointments must complete the SF-256.

- **Is Schedule A hiring only available at EPA**

Schedule A is a Federal-wide hiring authority and is not exclusive to EPA HQ only.

- **Who pays for accommodations?**

The home office. Most accommodations are inexpensive. RAs must be documented with the National Reasonable Accommodation (RA) program. Sign Language/CART Services are centrally funded.



**Are you
knowledgeable and
ready to use
Schedule A?**

QUESTIONS

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